

Internal Network Rules **of the Estonian Network of the Anna Lindh Foundation**

ABBREVIATIONS AND EXPLANATIONS

1. The Estonian Network referred to hereinafter as National Network or the Network.
2. The organization in charge of hosting the coordination of the network is referred to hereinafter as Head of Network or HoN.
3. The individual in charge of coordinating the Network is referred to hereinafter as National Coordinator or NC.
4. The Anna Lindh Euro-Mediterranean Foundation for the dialogue between cultures is referred to hereinafter as Anna Lindh Foundation or ALF.

THE HEAD OF NETWORK

The Head of Network is appointed using one of these methods:

1. Elected by members for **2 years with an extension of one additional term**.
2. If there are no new candidates to become Head of Network after two terms, it is possible to extend, if there are no objections or other candidates.
3. In case there are no candidates, the Board of Governors can approach a member and appoint them as the Head of Network.
4. The selected HoN applies to Anna Lindh Foundation for funding of the work of the coordinator and reports back to ALF on content and finances according to the contract with ALF.
5. The HoN reports to the Network about the activities twice a year.

The Head of Network supervises common network activities, and the coordination work includes:

1. Acts as national coordinator of the Estonian national network.
2. Acts as the official national representative of the Foundation in the country.
3. Promotes the Foundation's image as Euro-Mediterranean institution established for strengthening the regional dimension of the Euro-Mediterranean Partnership – Union for the Mediterranean in social, cultural, and human affairs
3. Promotes the Foundation as a regional driver for change towards better intercultural dialogue and tolerance-building and a driver for Euro-Mediterranean partnership-building.
4. Manages Network membership; identifies potential active actors of the civil society in the country, who can join the network and introduces to them the possibility of a membership.
5. Contributes to the development of the ALF annual and triennial programs. In this exercise, the Head will take into consideration the interests of its national network.
6. Supports and supervises training and capacity building for the national network.
7. Acts as a public relations agent, producing information material for dissemination when necessary, and contributing to the ALF website (mini website);
8. Informs network members on the announcement of calls for proposals, co-organization of events, modalities, and procedures on how to apply and sends out a newsletter to the members at least twice a year.
9. Facilitates the search for project partners for the members of the network.

10. If possible, assists the members of the network or other international partners in project development.
11. Encourages applications for project funding of the network.
12. Participates in the annual meeting of the ALF Heads of network. Before this meeting, the HoN shall organize a meeting of the members of the network or ensure other appropriate forms of consultation and discussion at national level.
13. Co-ordinate with the ALF headquarters on a regular basis.

Transparent and democratic leadership

The Head of Network should conduct the coordination in a transparent and democratic manner. This means that the NC shall:

- Consult members when developing annual work-plans.
- Consult members in advance of HoN meetings to be able to accurately represent the members interests at these meetings.
- Keep the members in the loop about strategic developments within the foundation.
- Prioritize individual meetings with members and during these meetings ask for feedback on preferred coordination priorities.

Annual assessment of network co-ordination

The HoN will on a continues basis conduct assessments of its performance by consulting the members through a yearly evaluation document. This will be sent out to the members over email, collected and comprised by the NC and thereafter disseminated among the members and shared with the secretariat.

ELECTION OF THE HEAD OF NETWORK

1. The elections of the Head of Network shall be held every 2 years, within the last 6 months of the mandate. The exceptions to the rules (e.g., preliminary elections, postponing of the elections) are to be agreed with the Network.
2. The elections can be held physically or over Internet. A relevant neutral third party must be asked to take part. The prioritized third party should be Ministry of Foreign Affairs of Estonia representative to the Network or ALF Secretariat representative to the Network, but in case none of them is available, a relevant third party can be agreed by members unilaterally.
3. For the elections, the Head of Network asks all candidates to submit their applications. The proper time must be given for submitting the proposal, at least 3 weeks.
4. The votes for elections are valid if they are submitted either by the persons who serve as contact persons for the organisations or – in case these persons are different – if the person is validated by the legal representative of the organisation. Head of the Network must ask in writing all the Network members to check their contact persons at least 1 month before the actual elections.
5. The Head of the Network is elected by simple majority of voting members.

NATIONAL NETWORK MEMBERSHIP

1. The Estonian National Network is independent and autonomous.

2. The Estonian National Network is a permanent structure, part of the Anna Lindh Foundation Network that is acting in the frame of the Euro-Mediterranean Partnership.
3. The Network is open to institutions, organizations and other partners who adhere to the principles and the mission of the Anna Lindh Foundation as defined in art. II.1 of the ALF Statutes, and which work based on democratic, pluralistic, and multilateral values; first and foremost, the Network represents civil society's actors.
4. It's members could belong, as a rule, to the following categories: NGOs; public institutions, including local and regional authorities; public and private "not for profit" foundations; other "for profit" partners promoting "not for profit" activities and corporate social responsibility policies; individuals can be the members of the Network but cannot apply for Head of Network position.
5. The Network is not open to political parties or organizations and projects owned by political parties.
6. The National Network reflects the diversity of its own civil society and is invited to associate partners involved in the ALF thematic fields as defined below:
International/Cultural relations, Heritage, Religion, University and research institutes, Human Rights, Democracy and Community Development, Arts, Youth, Education, Gender, Environment/Sustainable Development, Media.
7. The Head of Network retains the right of rejection of membership applications as well as of exclusion of existing members, when the concerned organizations do not comply with the mission of the Anna Lindh Foundation.
8. The Network can be considered valid if it includes at least 5 members.
9. The members shall take part in Networks' activities by at least giving the feedback to the Head of Network once a year and participating in elections. If a member repeatedly does not give any feedback when contacted by Head of the Network, does not reply to annual consultations for 2 consecutive times (thus, 2 years), and does not participate in elections without providing any reason, the membership can be withdrawn. Organisation, whose membership has been withdrawn, can re-apply for membership when being ready for active participation. The request by Head of the Network for withdrawing the membership must be in writing and must be sent to the member organisation at least 1 month before the actual erasing of the member. The Head of Network contacts the members organisations through the email submitted by the members.
9. The Head of Network is entitled to provisionally limit the maximal size of the Network in order to consolidate it and improve its performance.
10. A membership in the Estonian network is free of charge and you apply for membership on <http://www.annalindhfoundation.org/>

NATIONAL NETWORK MISSION

1. The National network promotes the Euro-Mediterranean Partnership at the national and international level.
2. The National network will contribute to the development of the Foundation's priorities and programmes, sharing the visions among other National Networks and with the ALF Headquarters.
3. The Network promotes common activities at the national level among Networks members, in line with the objectives of the Network Development and Action Plan, designed in the framework of the ALF Network Support Scheme.

4. The Network uses for its activities the Anna Lindh Foundation logo. The logo is visible on all printed material, as well as on the homepage or FB and newsletter. It is used to create a sense of community and cohesion among the networks.
5. Network members can participate in ALF calls for proposals.

RULES OF CONDUCT WITH-IN THE NETWORK

As a member you pledge to act towards other members in an honest and respectful manner. We value our internal diversity and strive after utilizing the potential of having different backgrounds, experiences, and knowledge.

As a member you are willing to communicate with other members in the Estonian and international ALF-Networks and you are not ruling out a person based on his or her national/religious/ethnicity/sexual or such affiliation.